

Washburn University  
Meeting of the Faculty Senate  
October 26<sup>th</sup>, 2020  
Zoom Meeting Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
  - September 28<sup>th</sup> (pages 2-4)
- III. President's Opening Remarks
- IV. KBOR Meeting Report
- V. VPAA Update - Dr. JuliAnn Mazachek
- VI. Consent Agenda
  - Faculty Senate Committee Reports
    - Approval of the Academic Affairs Committee meeting minutes form September 21<sup>st</sup>, 2020 (page 5)
  - University Committee Reports
    - Receipt of the Faculty Constitution Taskforce minutes from March 7<sup>th</sup>, 2019, April 24<sup>th</sup>, 2019, May 13<sup>th</sup>, 2019, September 9<sup>th</sup>, 2019, October 11<sup>th</sup>, 2019, November 6<sup>th</sup>, 2019, December 10<sup>th</sup>, 2019, February 4<sup>th</sup>, 2020, April 10<sup>th</sup>, 2020, April 28<sup>th</sup>, 2020, May 5<sup>th</sup>, 2020, May 21<sup>st</sup>, 2020 and May 29<sup>th</sup>, 2020 meeting minutes(pages 6-21)
    - Receipt of the Graduate council minutes from February 24<sup>th</sup>, 2020 (page 22)
- VII. Old Business-none
- VIII. New Business
  - 21-2 BA in Music Theatre Program Revised (pages 23-26)
  - 21-3 Draft Language for Recommendation to VPAA Mazachek (page 27)
- IX. Information Items
- X. Discussion Items
  - Academic Diversity & Inclusion Committee update and goals- Kelly Erby
- XI. Announcements
- XII. Adjournment

Washburn University  
Meeting of the Faculty Senate  
October 12<sup>th</sup>, 2020  
Zoom Meeting Hosted by FS Executive Committee

Present: Morse, Juma, Byrne, Miller (C), Stevens, Dodge, Wynn, Klaales, VanDalsem, Watson, Griggs, Huff, Ricklefs, Woody, Erby, Zwikstra, Mazachek, Smith (M), McNamee, Sainato, Kohls, Wagner, Grant, Cook, Friesen, Schmidt, Daniels, Kendall-Morwick, Wang, Thor, Noonan, Smith (D), Moore

Absent: Douglass, Krug, Romig

Guest(s): Jones(C), Holthaus, Munzer, Lee, Bluml, Grospitch, Barker, Ball (A), Liedtke, Ball (J), Wrenholdt

XIII. Call to Order by Dr Morse 3:02pm

XIV. Approve minutes-

- September 28<sup>th</sup> minutes moved and seconded, passed without

XV. President's Opening Remarks

- Thor update on faculty affairs meeting from last week. Looking at the ways Washburn can support faculty, staff and possible students related to added burden of childcare and other expenses related to COVID-19.
- Looking at promotion and tenure and potential strains on research and publications.
- Will discuss more at faculty affairs and will ask persons interested in being part of this conversation should reach out to Dr Morse, but not ready to discuss more at that time.
- Morse updated started- discussed email this morning related to PINs and changes to accessing PINs. Advising more than just giving out PINs. Important to discuss load for next semester and have that conversation before giving out PIN numbers

XVI. WUBOR report- academic leaders met last week. Alex, chair from WUBOR presidents, report increasing pressure from KBOR to further streamline transfer between KBOR universities and community colleges. Believe university should be able to choose what can be transferred.

XVII. VPAA Update - Dr. JuliAnn Mazachek

- Faculty senate presidents and important message to KBOR related to universities being able to chose what can be transferred.
- KBOR does not govern us or the community colleges.
- Excited commencement has been scheduled.
- Dr Farley and Dr Mazachek to attend virtually.
- Will look different but excited students will get to walk across the stage
- All schools will have their own ceremony.
- Not sure how spring graduates will look like yet. Will try to do something for spring 2020 graduates.
- Free testing for COVID on campus for students. We do have limited number of tests, following same policies as before. It is the saliva PCR test. Results in 24-48 hours. No contact pick-up and drop-off. Testing done when symptomatic or has an exposure.

XVIII. Consent Agenda

- Faculty Senate Committee Reports-none
- University Committee Reports-none

XIX. Old Business

XX. New Business

XXI. Information Items

XXII. Discussion Items

- Spring Break and Strategies to Address Faculty and Student Exhaustion
  - Dr Ball discussed the decision making that went on in the academic calendar committee.
  - This committee has representative from each academic unit, student life, financial aid, Bursar, and student government.
  - 3 options: leave as is, get rid of spring break, or interweave days off throughout the semester
  - Agreement to limit the number of days off to keep people from traveling
  - Quickly realized weaving days off would not work for many areas/classes.
  - Discussed moving spring break later and then going remote, many areas did not like the option of going remotely after spring break.
  - Straw poll, fairly split between status quo and no break, and no break was recommended as best for academics and safety.
  - WSGA- Dr Ball reports students had good points and asked good questions. Most students respectful and had good comments. Very stressful in the room, could sense the stress the students are under.
  - Morse asked for question/comments from senators
  - Question on starting sooner and getting done earlier
  - Harder to move the start day from a university perspective
  - Is it possible to have some “unofficial” days off or catch up days.
  - Question if possible to have a week around spring break where there would be no major exams or assignments.
  - Lots of conversation about sporadic mental health day.
  - Could winter break be extended by a week?
  - Concerns that accountants are not concerned with older faculty and need for days off.
  - Question of what is a mental health day is.
  - Faculty don’t see our students as partiers that are going to travel if given days off.
  - Could different courses/departments take different weeks off throughout the semester?
  - Requirements related to class hours and how we pace breaks through the semester.
  - A day or two in the semester for a mental health day would be okay in terms of HLC.
  - 17 weeks even with some lighter weeks seems more draining. Clarify that would be 15 weeks with summer break starting earlier.
  - Student government resolution should be viewed, related to 3 days off through the semester.
  - Academic calendar committee not reconvening at this time.
  - Gathering this information from WSGA and academic calendar and then decision made by Dr Farley and Dr Mazachek.
  - Decision needs to be made this week for student and faculty planning.
  - Students from a lower socioeconomic status feel they are being punished and not getting a spring break because some “privileged” students travel.
  - What do students think a mental health day is? Dr Mazachek state the students see this as a day with no assignments or tests.
  - Question about a surprise spring break or an “unofficial” nature to not give the idea of planning a trip.

- Could have the same transmission over a weekend as over spring break. We can't control people's health behavior. Could we have spring break and educate ahead of time related to what is expected.
- Many schools have spring break scheduled for the spring 2021. Complex issue
- Can we have students have to quarantine if they travel over a spring break? There would no way to monitor this, would be totally self-report. Didn't want to give the impression of students that we were okay with them being gone longer.
- Discussion on what other universities are doing regarding start and breaks.
- Recommendations not made on liability, recommendation made based on safety and academics.
- Discussion regarding Visa and international students getting Visa over the winter break and may need additional time to get return Visa, so a later start to the spring may be helpful for that.
- Not an easy one right answer. Discussing to make the best imperfect decision we can.
- So many stressors right now. Everyone's input is appreciated.
- We have to help each other and our students through whatever decision is made.
- If you have another thought, reach out to Dr Morse.
- Would like to have an official response to the students' responses.

XXIII. Announcements

- Astronomy update- look straight up off to the east, Mars is very bright. Look up and don't miss it.
- Remind students to fill out the census.
- Remind our students we trust them and we are where we are because of what they have done.
- Don't forget to register to vote

XXIV. Adjournment – motion to adjourn 1622. Moved and seconded. Passed with no discussion

## Academic Affairs Committee

Washburn University

9/21/2020

Minutes

Present: Kerry Wynn, Crystal Stevens, Delaine Smith, Shane Vandalsem, Becky Dodge, Sarah Cook, Scott Sainato, Paul Byrne, Stephen Woody, Jennifer Ball (ex-officio)

Guests: Stephanie Lanning, Jeannie Cornelius

Staff: Aileen Ball

- Kerry Wynn called to order at 3:01 pm
- Meeting minutes: Minutes from the 4/13/2020 were approved.
- Action items related to temporary academic policy changes due to extraordinary circumstances of COVID-19 in Fall 2020 and Spring 2021 Semesters

Modification to language relating to Withdrawals section of Undergraduate and Graduate Catalogs

- *For Fall 2020 and Spring 2021 courses, students may withdraw from a class (or classes) from the third week of classes until the Friday before finals week. Motion carried.*

Modification to language relating to the A/Credit/Pass/Fail Option section of the Undergraduate Catalog and Section 6.V.D.4 (A/Credit/Pass/Fail Options) of the Faculty Handbook

- *For Fall 2020 and Spring 2021, there are no restrictions on completed semester credit hours or GPA for electing A/Credit/Pass/Fail status. Motion carried.*
- *For Fall 2020 and Spring 2021, a student may elect A/Credit/Pass/Fail status until the Friday before finals week. Paul Byrne moved to approve and Crystal Stevens seconded. Motion carried.*

Modification to language relating to the Undergraduate Academic Probation and Reinstatement Policy section of Undergraduate Catalog

- *Students enrolled in Fall 2020 and Spring 2021 will not be placed on academic probation status or suspended based on their performance during those semesters. Crystal Stevens moved to approve and Sarah Cook seconded. Motion carried.*

Modification to language relating to Section 6.V.E. (Examinations) of the Faculty Handbook

- *For Fall 2020 and Spring 2021, Final Examinations may be scheduled asynchronously at the discretion of the instructor so long as students have the opportunity to complete the final exam during the time on the posted Final Exam Schedule for Fall 2020 and Spring 2021. Sarah Cook moved to approve and Shane Vandalsem seconded. Motion carried.*
- Adjourn: Meeting adjourned at 3:52 pm

## Faculty Constitution Task Force

March 7

2:00-3:00

Absent: JuliAnn Mazachek; Deb Rector; Melanie Worsley

Present: Aileen Ball (staff support); Zach Frank; Jeffrey Jackson; Norma Juma; Louella Moore; Shaun Schmidt (chair); Jim Schnoebelen; Bill Rich; Kerry Wynn

Schmidt called the meeting to order at 2:02 pm and began with introductions.

Schmidt distributed the charge and the group reviewed it together, noting that

- Since it was first convened in 2005, there has not been a composite review of the faculty senate constitution
- The Vice President of Academic Affairs also serves on this task force as a non-voting member.
- The task force will make recommendations for the consideration of Faculty Senate, likely in the form of agenda items.

The group then discussed their process going forward, in three basic stages: idea generation/information collection; triaging issues surfaced through the process; formulating recommendations.

The group discussed the value of evidence collection to understand the strengths and weaknesses of the faculty senate in general with an attempt to drill down to root causes for areas of concern. There was particular interest in interviewing former senators and president in order to understand their experiences with the constitution, then performing a wider survey of all faculty to understand their concerns.

Schmidt indicated that he knows there is interest in establish standing rules for the Senate each year.

Schmidt also noted the issue that the Constitution is nearly duplicated within the Faculty Handbook, with the compounding issue that it requires a simple majority vote to change the Faculty Handbook and a 2/3 majority to change the Constitution. The group considered the possibility of appending the Constitution to Section 6 of the Handbook.

Rich suggested the best first course of action would be a close reading of the Constitution and the parts of the Handbook that nearly duplicate the Constitution and catalog any discrepancies. Jackson and Frank agreed to take on this task and the group approved by consensus.

The group then discussed how to gather evidence leadership and members of senate (past and present) as well as faculty in general. The discussed the benefits of emailed survey to a wider audience, such as all faculty (using Google forms), as well as the benefits of one-on-one interviews with key people, such a past Senate presidents. Wynn and Schnoebelen agreed to work together on surveying the faculty at the appropriate time

The group generated sample questions for officers/senators, including

1. Did you change the constitution during your tenure?
2. How frequently did you use the constitution?
3. What do you think a senate should accomplish and in what ways do the rules/structure/constitution help or hinder? What is the impact of the current structure and is that impact desirable?
4. What is the impact of electing new officers every year? How do you feel about the onboarding/orientation process for new officers? What do feel about the state of continuity in the midst of changing officers?
5. Is there anything that would have better prepared you to serve on senate or be an officer on the senate?

The group discussed examining structure and procedure in the faculty senates at other institutions. The group considered the potential benefits of adopting a past-president/president/president-elect term structure to assist in continuity and succession.

Groups with whom task force members will speak:

- Senate
- Full faculty (not immediately--holding off now)
- Past officers as individuals (Schnoebelen will locate and disseminate)
- Executive staff (VPAA/VPAT/VPSL/President)
- Presidents of WSGA

Schmidt requested that Jackson make this task force's work a discussion item for the Senate on April 1. Jackson agreed.

The group attempted to identify a regular meeting time--Ball stated she would inquire with those absent about what times would be feasible for them.

3:01 adjourned

## **Faculty Constitution Task Force**

**April 24, 2019**

**2:00-3:00**

Present: Aileen Ball (staff support); Zach Frank; Jeffrey Jackson; Norma Juma; Shaun Schmidt (chair); Jim Schnoebelen; Bill Rich; Kerry Wynn

Schmidt called the meeting to order at 2:03 pm.

Minutes from 3-7-19 meeting had previously been approved via email.

The group reviewed the work performed by Zach Frank and Jeff Jackson to identify non-conforming passages between the Faculty Constitution and the Faculty Handbook. Jackson noted that the function of the Graduate Council is not articulated in the Faculty Constitution.

Frank and Jackson will prepare an agenda item for the faculty handbook committee (and to be previewed by the task force) that points the reader of the faculty handbook to the faculty constitution where appropriate.

Frank and Jackson will verify that any handbook or constitutional amendments around full-time faculty and eligibility are accurately reflected in the current text.

The group reviewed the questions for interviews of former faculty senate officers. The group divided up interview assignments and agreed that each was responsible for documenting their own conversation. The assignments will be housed on the SharePoint site, in addition to the interview questions. Interviews are to be complete by the time committee reconvenes in August.

Adjourned 2:38 pm

## **Faculty Constitution Task Force**

**5-13-2019**

**2:00-3:00**

Present: Aileen Ball (staff support); Zach Frank; Jeffrey Jackson; Shaun Schmidt (chair); Bill Rich; Melanie Worsley

Schmidt called the meeting to order at 2:03 pm.

Worsley moved and Frank seconded to approve the 4-25-19 minutes. Motion carried.

Jackson and Frank reported that they had discovered an amendment to the Faculty Senate Constitution that clarified that only full-time faculty are eligible to vote for and serve on Faculty Senate that was approved by the Board of Regents June 23, 2010, but never reflected in the Constitution text. Ball will notify the Faculty Senate secretary of the omission.

The group reviewed the agenda item Jackson prepared to be submitted to the faculty handbook committee that modifies Section VI of faculty handbook with a direct link to the faculty constitution. The group added an acknowledgement to the agenda item in the rationale section indicating that additional issues needed attention, and these would be addressed in future proposals by the task force. With those amendments, Rich moved and Worsley seconded sending the agenda item to the Faculty Handbook committee. Motion carried. Ball will forward the item to the Faculty Handbook committee.

Adjourned 2:38 pm

## Faculty Constitution Task Force

9-19-2019

11:00 am -12:00 pm

Present: JuliAnn Mazachek; Jennifer Ball; Zach Frank; Jeffrey Jackson; Louella Moore; Shaun Schmidt (chair); Bill Rich

Schmidt called the meeting to order at 11:03 pm.

No quorum present to approve May 2019 minutes.

Mazachek advised the group on a potential scope of work, including

- evaluating whether Washburn's current shared governance has the best structure for the institution's needs
- establishing greater clarity of the roles defined in the Constitution
- establishing greater clarity regarding the approval authority of Faculty Senate and General Faculty
- establishing greater precision in the Constitution's language to ensure it is a useful guide in times of challenging times

Mazachek suggested to the group that a firm could be hired to review the Constitution and make recommendations. The group preferred to postpone that action until it could be sure such a review would be useful.

The group discussed the benefit of surveying peer institutions' constitutions and shared governance structures but did not determine what its peer group would be.

Mazachek suggested that in the next meeting, a timeline of completion of the task force's work could be established.

The group determined the following next steps:

- Audit Faculty Senate agenda documents to ensure that approved changes are reflected in appropriately in the Constitution and Handbook (Jeff and Zach)
- Finish interviews of current and former Faculty Senate officers (All)
  - Results from completed interviews can be viewed by visiting the Interview Notes folder at <https://washburnmail.sharepoint.com/sites/facultyconstitutiontaskforce>
- Begin considering potential peer institutions (or aspirational peers) for close review of their governance system (All)
  - During the course of interviews, inquire if the interviewee has thoughts (or experience) with another's governance and whether it is worth examining
- Literature review on best practices in faculty governance structure (Louella)

## **Faculty Constitution Task Force**

**10-11-2019**

**1:00-2:00 pm**

Present: Jennifer Ball; Zach Frank; Jeffrey Jackson; Louella Moore; Shaun Schmidt (chair); Jim Schnoebelen; Kerry Wynn; Melanie Worsley; Norma Juma

Schmidt called the meeting to order at 1:02 pm.

Schnoebelen moved and Wynn seconded approval of the May and September 2019 minutes. Motion carried.

Schmidt suggested the group would benefit from establishing greater clarity on the scope of their work and that perhaps the best way to accomplish this was to articulate all the potential questions this group could address.

The group compiled a list of questions and potential areas of inquiry, drawing from previously conducted interviews with past executive officers of the Senate, a literature review by Moore, and their own observations.

The group determined the following next steps:

- Prioritizing and grouping of questions articulated in the meeting (Juma, Schmidt, Schnoebelen, Wynn)
- Review of Faculty Senate minutes to ensure all updates have occurred (Frank, Jackson)
- Compilation of shared governance documents from KBOR schools (A. Ball)

Schnoebelen moved and Wynn seconded adjournment. Motion carried. Adjourned at 2:00 pm.

**Faculty Constitution Task Force**

**11-6-2019**

**1:30-2:30 pm**

Present: Jennifer Ball; Zach Frank; Jeffrey Jackson; Louella Moore; Shaun Schmidt (chair); Jim Schnoebelen; Kerry Wynn

Schmidt called the meeting to order at 1:33 pm.

Schnoebelen moved and Wynn seconded approval of the October 2019 minutes. Motion carried.

The group articulated a set of guiding principles for their work going forward and identified a refined list of questions they intend to address, based upon the areas of inquiry raised in the previous meeting.

Jackson identified an approved amendment to the Faculty Constitution that had not yet been added to the online version of the constitution. Schnoebelen moved and Wynn seconded sending the corrected version of the constitution to the Faculty Handbook committee. Motion carried.

Schnoebelen moved and Wynn seconded adjournment. Motion carried. Adjourned at 2:29 pm.

## Faculty Constitution Task Force

12-10-2019

2:00-3:00 pm

Present: Jennifer Ball; Zach Frank; Jeffrey Jackson; Louella Moore; Bill Rich, Shaun Schmidt (chair); Jim Schnoebelen, Wynn

Schmidt called the meeting to order at 2:03 pm.

Jackson moved and Frank seconded approval of the November 2019 minutes. Motion carried.

The group considered if they should adopt a practice of requiring all recommended changes to the Faculty Constitution be approved by a super-majority of the task force. Jackson moved and Frank seconded approval by super-majority. Following discussion, Jackson withdrew the motion. Jackson moved and Schnoebelen seconded adoption of a practice of requiring all recommended changes to the Faculty Constitution be approved by a majority of the task force membership. Motion carried.

The group began reviewing the language of the Faculty Constitution.

I.A.—no changes at this time

1.B.—is this section necessary if 1.C is present? Rich suggests the group consider the value of limiting curricular items that go before Senate and empower the units to approve their own curriculum except when it impacts another major academic unit. Rich moves to eliminate “and matters.” Schnoebelen moves to postpone; Wynn seconds. Motion to postpone carries.

1.C.—moved and seconded to edit text to *but are not limited to the following*:. Motion carries

The group acknowledged that 1.C.2 needs major overhaul and 1.C.3 could be truncated to end after *matters of university policy*.

Jennifer Ball volunteered to draft a revision of 1.C for the group’s consideration.

Adjourned at 3:00 pm

## **Faculty Constitution Task Force**

**2-14-2020**

**11:15 am**

Present: Jennifer Ball, Zach Frank, Bill Rich, Shaun Schmidt (chair), Jim Schnoebelen, Kerry Wynn, Norma Juma, Melanie Worsley

Schmidt called the meeting to order at 11:16 am.

It was moved and seconded to approve the November 2019 minutes. Motion carried.

The group considered Jennifer Ball's draft revision of Section 1.C of the Faculty Constitution. The group approved the following revised language with a vote 5-Yes, 1-No, 1-Abstain:

The duties of the Faculty Senate include, but are not limited to, the following:

1. providing a forum for the expression of faculty opinion;
2. exercising primary responsibility in curricular matters;
3. advising on matters of importance to the university;
4. advising on standards and procedures for faculty evaluation;
5. promoting and maintaining academic freedom and freedom of expression on campus;
6. overseeing the membership and function of all committees of the Faculty Senate and receiving, reviewing, remanding, approving or disapproving recommendations from the standing committees of the Faculty Senate.

The group recognized that revisions of the above approved language can be considered and approved by the group again at a future date.

The group determined that it needs to review and articulate the areas on which the Faculty Senate should advise (e.g., strategic planning, budget, admissions standards, organizational structure, issues affecting more than one unit.)

Meeting adjourned at 12:00 pm

## **Faculty Constitution Task Force**

**4-10-2020**

**1:15 pm**

Present: Jennifer Ball, Zach Frank, Shaun Schmidt (chair), Jim Schnoebelen, Kerry Wynn, Norma Juma, Melanie Worsley, Louella Moore

Schmidt called the meeting to order.

It was moved and seconded to approve the February 2020 minutes. Motion carried.

The group discussed take-aways from the faculty senate webinar attended by several task force members.

The group noted that in light of the COVID-19 pandemic, the faculty handbook committee was able quickly to generate recommendations on temporary academic policies for the consideration of Faculty Senate. The group noted the nimbleness and success of that effort and consider it exemplary of healthy collaboration between administration and faculty senate.

The group discussed section I.D of the Faculty Constitution, with particular attention to the question of whether new degrees, academic majors, or programs and the elimination of existing degrees or major programs should be approved by General Faculty.

The group assigned sections for the Constitution for draft re-writes for the consideration of the committee. These assignments were:

I.D—Jennifer Ball

II—Melanie Worsley and Jim Schnoebelen

III—Zach Frank and Kerry Wynn

IV—Norma Juma and Shaun Schmidt

V—Jim Schnoebelen and Shaun Schmidt

VI—Kerry Wynn, Jennifer Ball and Jeff Jackson

## Faculty Constitution Task Force

4-28-2020

11:00 am

Present: Jennifer Ball, Zach Frank, Shaun Schmidt (chair), Jim Schnoebelen, Kerry Wynn, Melanie Worsley, Louella Moore, Jeff Jackson, Bill Rich

Schmidt called the meeting to order.

It was moved and seconded to approve the April 10 2020 minutes. Motion carried.

The group reviewed revised language section I.D of the Faculty Constitution, prepared by Jennifer Ball. The significant change was to require General Faculty approval on new university graduation requirements and new academic departments, while new programs will be information items. The percentage of students needed to challenge was changed from 10% to 500. The group agreed to the revised text, copied below:

*To these ends, the Faculty Senate, as agent of the General Faculty, is empowered to act on behalf of the General Faculty of Washburn University in matters described in I.C. The actions of the Faculty Senate may be reviewed, revised, recalled, or endorsed by the General Faculty. Any action by the Faculty Senate concerning changes in university graduation requirements or creation of new academic departments will be brought before the General Faculty for a vote. In addition, the Faculty Senate can choose by majority vote to bring any action of the body before the General Faculty for a vote. Any action of the Faculty Senate may be challenged by not less than twenty members of the General Faculty or 500 currently enrolled students. Such challenge must be presented as a signed written petition and presented to the Secretary of the General Faculty who will place it on the General Faculty agenda for action.*

The group reviewed work to date on Section II, Eligibility and Membership and discussed questions raised by Melanie Worsley and Jim Schnoebelen. The discussion focused primarily on discerning a way for adjunct faculty to have a voice. Melanie and Jim will prepare revisions based on the discussion.

The group reviewed work to date on Section III, Elections, as prepared by Kerry Wynn and Zach Frank. The group discussed a need to move from “member” language when possible and using “position” language instead and to create even greater clarity around terms and timing of terms. Zach and Kerry will submit revisions based on the discussion.

Aileen will ultimately make a redline copy of all changes before these are forwarded from the task force.

Meeting adjourned at noon.

## Faculty Constitution Task Force

5-5-2020

2:00 pm

Present: Jennifer Ball, Zach Frank, Shaun Schmidt (chair), Jim Schnoebelen, Kerry Wynn, Louella Moore, Jeff Jackson, Bill Rich, Norma Juma

Schmidt called the meeting to order at 2:02.

It was moved and seconded to approve the April 28 2020 minutes. Motion carried.

The group reviewed revised language section II, Eligibility and Membership, of the Faculty Constitution, prepared by Melanie Worsley and Jim Schnoebelen. The group accepted by consensus the revisions to the text below:

### *II. ELIGIBILITY AND MEMBERSHIP*

*A. Faculty Eligibility: Only full-time faculty on an annual contract are eligible to vote for and to serve on the Faculty Senate excluding those faculty serving more than half time in administrative capacities and faculty on authorized leave of absence or sabbatical during such period of leave. Any eligible faculty member may put ~~his or her~~ **their** name forward for election.*

*B. The School of Law, School of Business, School of Applied Studies, School of Nursing, and each division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of eligible faculty in each unit, with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Representation will be based on the number of faculty in each unit at the start of the spring semester.*

*C. In addition, five at-large members of the Faculty Senate will be elected by all eligible faculty. No more than two of these may come from any one School or the College.*

*D. The Librarians of Mabee Library/CRC shall elect one member of the Faculty Senate for every ten of their number. The Librarians of the Law Library shall also elect one member of the Faculty Senate for every ten of their number.*

*E. A representative from the current pool of adjunct instructors will be invited by the Executive Committee to sit on Faculty Senate as a non-voting member*

*F. The Vice President for Academic Affairs or his or her designee shall serve as a non-voting member of the Faculty Senate.*

The group reviewed work to date on Section III, Elections, as prepared by Kerry Wynn and Zach Frank. The group discussed a need to move from “member” language when possible and using “position” language instead and to create even greater clarity around terms and timing of terms. The group accepted by consensus the revisions to the text below:

### *III. ELECTIONS*

*A. The Senate will establish a standing Electoral Committee to supervise elections. **Each spring semester this committee looks at the census of faculty and redistributes the number of representatives if necessary.** ~~including any necessary modifications of designated voting units to reflect changing faculty numbers.~~*

*B. Elections to the Faculty Senate will be held annually in April. **The election committee shall maintain a division of seats into two classes--those to be elected in even-numbered and those to be elected in odd-numbered years. These classes shall be apportioned such that the two classes contain approximately equal numbers of seats, and such that units are divided as evenly between the two classes as possible. Three at-large members shall be elected in even years, and two at-large members shall be elected in odd years.** ~~with half of the membership selected in each election. Members shall serve for a term of two years.~~*

*C. The Electoral Committee will oversee elections of at-large members to the Faculty Senate. Nominations for the at-large members of the Faculty Senate will be submitted to the Electoral Committee at least three weeks in advance of the election and will be publicized two weeks before the election.*

*D. Each electoral unit will decide on its own mechanism of voting for the Faculty Senate, subject to the oversight of the Electoral Committee.*

*E. **Regular elections for Faculty Senate seats shall be for two-year terms.** Members of the Faculty Senate, **serv**ing from their unit or in at-large positions, are eligible to serve a maximum of two consecutive terms, but may be re-elected after an absence of at least one year from the Faculty Senate. **If the representative's first term is the result of a special election, that service will count toward the two-term limit if more than one year. No senator will serve more than 5 years without an absence of one year.***

*F. Should any member of the Faculty Senate prove unable to serve out a full term for any reason, a special election will be held in that member's electoral unit to select a replacement for the remainder of the term.*

The group reviewed work to date on Section IV, Organization, as prepared by Norma Juma and Shaun Schmidt. A working draft (with notes for follow-up) is below. Shaun and Norma will continue to refine the text.

#### **IV. ORGANIZATION**

*A. The Faculty Senate will meet each year ~~within two weeks of elections,~~ **in May** and at that meeting will elect from among its members the officers of the Senate: President, Vice President, Secretary, and Parliamentarian.*

*B. The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the Vice President of Academic Affairs. The Secretary of the Faculty Senate shall ordinarily receive one-eighth reassigned time.*

*C. The President and Vice President of the Faculty Senate shall serve as the faculty representatives to the Board of Regents, and shall be prepared to report to the Board on issues before the Faculty Senate.*

*D. The Vice President of the Faculty Senate will serve as President in the case of absence or **temporary** incapacity of the President of the Faculty Senate. **Does this mean succession? No—special election all officers***

*E. An Executive Committee shall be established, consisting of the President, Vice President, ~~and~~ Secretary, **and Parliamentarian** of the Faculty Senate, and enough additional members elected **to ensure that every Major Academic Unit is represented. These additional members are elected by the senators representing that individual Major Academic Unit.** ~~by that body from among its members to ensure that every Major Academic Unit is represented.~~ That Executive Committee will be charged with arranging meeting times and establishing agendas for each meeting. The Executive Committee shall also serve as a Committee on Committees for the Faculty Senate.*

*F. Agenda items can originate with the Executive Committee or any other member of the Faculty Senate or can be proposed to the Executive Committee by any member of the faculty or University community.*

*G. Agendas for each Faculty Senate meeting will be distributed to all members of the Faculty Senate six days in advance of any scheduled meeting time and made available to the University community. Academic Affairs Committee agendas, Faculty Affairs agendas and Graduate Council agendas which contain items which constitute first reading for Faculty Senate will be distributed to all members of the applicable committee six calendar days in advance of any scheduled meeting time. May need edited depending on H, extraordinary circumstances*

*H. Standing rules annual approved at first meeting. FS can revise by majority vote or suspend.*

*I. Council of Former Faculty Senate Presidents not in constitution*

*J. Job descriptions for exec maybe in constitution/maybe not*

*K. In the case of vacancy of an officer position an election will be held at the next FS meeting.*

The group began to discuss Section V, Meetings, part A, but adjourned for time.

Meeting adjourned at 3:00 pm.

**Faculty Constitution Task Force**

**5-21-2020**

**8:00 am**

Present: Jennifer Ball, Shaun Schmidt (chair), Kerry Wynn, Louella Moore, Bill Rich, Melanie Worsley, Norma Juma

Schmidt called the meeting to order at 8:05 am.

It was moved and seconded to approve the May 8 2020 minutes. Motion carried.

The group decided to continue meeting during the summer in order to complete their charge.

The group began to consider potential revisions to Section VI, as prepared by Jennifer Ball, Jeff Jackson and Kerry Wynn. Jennifer will incorporate the product of the discussion into another draft for the group's consideration at its next meeting.

Adjourned at 9:00 am.

**Faculty Constitution Task Force**

**5-29-2020**

**1:00 pm**

Present: Jennifer Ball, Shaun Schmidt (chair), Kerry Wynn, Louella Moore, Bill Rich, Melanie Worsley, Norma Juma, Jim Schnoebelen

Schmidt called the meeting to order at 1:05 pm.

It was moved and seconded to approve the April 21 2020 minutes. Motion carried.

The group continued to consider potential revisions to Section VI, as prepared by Jennifer Ball, Jeff Jackson and Kerry Wynn. Jennifer will incorporate the product of the discussion into a final draft for the group's consideration at its next meeting.

Adjourned at 2:00 pm.

## Graduate Council Meeting Minutes

February 24, 2020

12:00-1:00 pm

Baker Room--BTAC

**Members present:** Jennifer Ball (ex-officio); Erin Grant; Rhonda Dealey; Michael Rettig; Dave Provorse; Jim Schnoebelen; Becky Dodge; Jessica Cless; Michele Reisinger; Kandy Ockree; Sarah Daniels; Joe Mastro Simone

**Others:** JuliAnn Mazachek; Aileen Ball (staff)

- 1) The meeting was called to order at 12:05 pm.
- 2) Rhonda Dealey moved and Jim Schnoebelen seconded to approve the November 2019 meeting minutes. Motion carried.
- 3) JuliAnn Mazachek discussed the need to enhance Washburn's web presence for its academic units, as a critical feature of recruitment. She indicated that Deans have been directed to refresh the content of their webpages by August 1. Regarding marketing support through fees collected for graduate applications, units are asked to identify their needs for the VPAA's office to fund from the pool of money accrued from graduate fees.
- 4) Council members expressed concern that marketing responsibilities continue to fall on the academic unit, even with financial support. Council members note that developing a leadership role and a Graduate Studies unit could be a strategic use of resources.
- 5) Meeting adjourned at 12:40 pm

## COLLEGE OF ARTS AND SCIENCES NEW PROGRAM REVIEW FORM

|   | Chair's Signature        | Recommendation           | Review Date               |
|---|--------------------------|--------------------------|---------------------------|
| Department  | <u>Sharon Sullivan</u>   | <u>Approve</u>           | <u>2019-10-31</u>         |
| Division  | <u>Danielle Head</u>     | <u>Approve</u>           | <u>2019-11-25</u>         |
| Dept. of Educ.  | <u>Cherry Steffen</u>    | <u>Approve</u>           | <u>2020-01-27</u>         |
| <small>(If relates to teacher certification program.)</small> |                          |                          |                           |
| Dean  | <u>Laura Stephenson</u>  | <u>Approve</u>           | <u>2020-01-27</u>         |
| Curriculum Committee  | <u>Kerry Wynn</u>        | <u>Approve</u>           | <u>2020-02-25</u>         |
| Accepted by CFC   | <u>Michaela Saunders</u> | <u>Approve</u>           | <u>2020-03-03</u>         |
| CAS Faculty   | <u>Michaela Saunders</u> | <u>Approve</u>           | <u>2020-03-05</u>         |
| Approved By:  | Faculty Senate _____     | University Faculty _____ | WU Board of Regents _____ |

1. Title of Program.

B.A.in Musical Theatre (CIP: 50.0509)

2. Rationale for offering this program.

The Musical Theatre concentration is very popular. After additional discussion, it was decided the MT program is unique enough that it should be a separate degree from the B.A. in Theatre.

We are repackaging the program for more visibility. Additionally, it is important in our industry/ discipline that the conferred degree accurately reflect the training the student received at the undergraduate level.

3. Exact proposed catalog description.

Musical Theatre prepares students for life as working artists in the theatre and further study in performance. Students develop skills in music, dance and acting. Practical training and creative experiences are coupled with an interdisciplinary liberal arts curriculum and a foundation in theatre history and theory. Students must audition for admittance to the Musical Theatre program. The audition will evaluate music, dance and acting skills. Students are expected to participate in the Theatre Showcase each semester. Students are expected to audition and perform as cast.

Students must pass a jury each year to remain in the program.

STUDENT LEARNING OUTCOMES

By the end of their program students should

Demonstrate performances skills that include:

- Voice production and technique to create roles in full productions (speaking and singing)

4. Vocal interpretation and role preparation skills that enable understanding and performance of roles from a wide variety of styles.

-Musicianship, sight-singing competence and analytic skills

-Stage movement and dance skills in at least 3 styles of musical theatre dance genres

-Integration of voice, movement and acting skills

Demonstrate proficiency in implementation of skills and knowledge of:

- Basic production elements such as costume, sets and props, lighting, makeup and sound.

- Script analysis, dramatic literature and history, and musical theatre repertory.

- Audition and business techniques for musical theatre performers.

Musical Theatre course requirements

TH100/300 Practicum (1 cr ea) 4

TH202 Acting 1 3

TH206 Theatre History/Lit 3

TH207 Theatre History/Lit 3

TH311 Stagecraft 3

1 Additional Tech class: 3

(TH315 Set/Props, TH316 Lights/Sound, TH317 Costume, TH319 Stage Makeup) TH

401 Directing/Analysis 3

TH406 American Musical Theatre History 3

TH104 Dance 1 3

TH204 Dance 2 3

TH304 Dance 3 3

TH209 MT Performance 1 3

TH309 MT Performance 2 3

TH409 MT Performance 3 3

Music Correlates:

MU109 Piano for beginners 2

MU215 Theory and Aural Comprehension 4

MU 275 Voice Lessons (4 semesters) 4

MUTBA Music Ensemble (4 semesters) 4

4. List any financial implications.

This is a revenue neutral proposal.

Since we are only changing the program from a concentration to a B.A., no additional faculty

are needed. Dr. Noonan's specialty is Musical Theatre and she is excellent. Lara Brooks in

Music is an experienced musical theatre music director as well as a respected voice coach.

We have hired one adjunct to teach a dance class each semester.

5. Are any other departments affected by this new program? Yes

Music teaches fourteen credit hours in the B.A. in Musical Theatre

**Program Name**                      **B.A. Musical Theatre**

(e.g., FY13, FY14, etc.)

| <b>Revenue:</b>       | <b>Year 0 -<br/>Preparation</b> | <b>Year 1</b>         |                 | <b>Year 2</b>     |                 | <b>Year 3</b>     |
|-----------------------|---------------------------------|-----------------------|-----------------|-------------------|-----------------|-------------------|
|                       |                                 | <b>#<br/>Students</b> | <b># Cr Hrs</b> | <b># Students</b> | <b># Cr Hrs</b> | <b># Students</b> |
| Est. Students/Cr Hrs  |                                 |                       |                 |                   |                 |                   |
| Total Credit Hours    |                                 |                       |                 |                   |                 |                   |
| Tuition Rate          |                                 |                       |                 |                   |                 |                   |
| Other Revenue Sources |                                 |                       |                 |                   |                 |                   |
| <b>Total Revenue</b>  |                                 |                       |                 |                   |                 |                   |

---

| <b>Ongoing Expenses:</b>    | <b>Year 0 -<br/>Preparation</b> | <b>Year 1</b> | <b>FTE</b> | <b>Year 2</b> | <b>FTE</b> | <b>Year 3</b> |
|-----------------------------|---------------------------------|---------------|------------|---------------|------------|---------------|
| 1 st Faculty Member         |                                 |               |            |               |            |               |
| Benefits (25%)              |                                 |               |            |               |            |               |
| 2nd Faculty Member          |                                 |               |            |               |            |               |
| Benefits (25%)              |                                 |               |            |               |            |               |
| 3rd Faculty Member          |                                 |               |            |               |            |               |
| Benefits (25%)              |                                 |               |            |               |            |               |
| (Continue to add as needed) |                                 |               |            |               |            |               |
| Secretary                   |                                 |               |            |               |            |               |
| Benefits (25%)              |                                 |               |            |               |            |               |
| Adjunct Faculty             |                                 |               |            |               |            |               |
| Student stipends            |                                 |               |            |               |            |               |
| Supplies                    |                                 |               |            |               |            |               |
| Marketing                   |                                 |               |            |               |            |               |
| Travel                      |                                 |               |            |               |            |               |
| Online Course Development   |                                 |               |            |               |            |               |
| Professional Development    |                                 |               |            |               |            |               |
| Accreditation/Membership    |                                 |               |            |               |            |               |
| Support Materials           |                                 |               |            |               |            |               |

---

|                          |    |    |    |    |
|--------------------------|----|----|----|----|
| <b>Total Expenses</b>    | -  | -  | -  | -  |
|                          | \$ | \$ | \$ | \$ |
| <b>Total Net Revenue</b> | -  | -  | -  | -  |

| <b>One-time Startup Costs</b> | <b>Year 0 -<br/>Preparation</b> | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> |
|-------------------------------|---------------------------------|---------------|---------------|---------------|
| Furniture                     |                                 |               |               |               |
| Office Equipment              |                                 |               |               |               |
| Computer/Software             |                                 |               |               |               |
| Other Electronic              |                                 |               |               |               |
| Hardware                      |                                 |               |               |               |
| Renovation                    |                                 |               |               |               |
| Program Equipment             |                                 |               |               |               |
| Initial Accreditation Costs   |                                 |               |               |               |
| Program Development           |                                 |               |               |               |
| Membership                    |                                 |               |               |               |
| Release Time to Develop       |                                 |               |               |               |
| Consultant                    |                                 |               |               |               |
| Site Visit                    |                                 |               |               |               |
| Inservice/Preservice Prep     |                                 |               |               |               |

Draft language for Recommendations to VPAA Mazachek  
After 10/5 FA committee meeting

Dear Dr. Mazachek,

Thank you so much for participating in our discussion about the intense pressure that COVID has placed upon individuals and families already stressed by dependent-care issues. The discussion ranged broadly, from acknowledging the recent reports that much of this added labor is disproportionately-shouldered by women, to discussing possible ways in which CARES act money or other resources might be leveraged to reduce the stresses on the Washburn community.

After you and our other guests left, the discussion continued, with members wondering if we could creatively reallocating existing monies and resources to address these concerns. As the conversation looped and expanded into multiple arenas, we also wondered if there would be sufficient interest and energy among Senate members (or other faculty) to take up the problem and research potential solutions to recommend to your office.

In the spirit of not adding an additional burden to our faculty members, we decided to begin this process by outlining the above situation and potential solutions to the October 26th Senate meeting, followed by announcing that those willing and able to take on yet another committee/task force should contact Dr. Morse. We think this committee should be voluntary.

If there is sufficient interest, we would like the task force to be composed of members of Faculty Senate and possibly outside members, too, where helpful. For example, a representative from the Office of Diversity and Inclusion might be helpful.

Thank you for your time and consideration,

Faculty Affairs Committee (Faculty Senate)